
Ames Laboratory**Office:** Environment, Safety, Health and Assurance**Title:** Work Smart Standards (WSS)**Page** 1 of 4**Procedure** 10200.062**Revision** 0**Effective Date** 4/01/00**Review Date** 4/01/02

Work Smart Standards (WSS)

This guidance level procedure documents the processes utilized for review and change control of the Ames Laboratory's Work Smart Standards (WSS).

Comments and questions regarding this procedure should be directed to the contact person listed below:

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Sign-off Record:

Approved by: _____
Environment, Safety, Health and Assurance Office

Date: _____

Reviewed by: _____
Chief Operations Officer

Date: _____

Reviewed by: _____
Deputy Director

Date: _____

Ames Laboratory	Procedure	10200.062
Office: Environment, Safety, Health and Assurance	Revision	0
Title: Work Smart Standards (WSS)	Effective Date	4/01/00
Page 2 of 4	Review Date	4/01/02

1.0 Revision/Review Log

This document will be reviewed and revised as necessary, once every two years at a minimum.

Revision Number	Effective Date	Contact Person	Pages Affected	Description of Revision
0	04/01/00	T.E. Wessels	All	Initial Document

2.0 Purpose and Scope

This document describes the processes utilized to direct the review and change control of the Ames Laboratory's Work Smart Standards (WSS). This procedure is designed to provide guidance for the maintenance of an appropriate Ames Laboratory's Work Smart Standards (WSS) set. This procedure addresses the following purposes:

- Ensure each Work Smart Standard (WSS) in Appendix I, List B of the Ames Laboratory Contract is assigned to an Ames Laboratory primary Lead Specialist and a secondary Lead Specialist.
- Ensure that primary and secondary Lead Specialists are aware of their responsibility to review Ames Laboratory work processes and determine the appropriateness of Ames Laboratory Work Smart Standards to provide adequate protection.
- Ensure that primary and secondary lead Specialists are aware of their responsibility to review new and revised standards for inclusion in the Ames Laboratory Work Smart Standards set.
- Ensure that a process is provided for initiation of changes and additions to the Ames Laboratory Work Smart Standards set.

3.0 Performance

3.1 Assignment of Lead Specialists for Work Smart Standards

Primary and secondary Lead Specialist have been assigned for each standard listed in the Ames Laboratory Work Smart Standards (WSS) set. These assignments are documented via the Ames Laboratory home page:

(<http://www.ameslab.gov/esha/Worksmartstd/WorkSmart.html>).

Lead Specialist assignment includes the following responsibilities:

- Review of Ames Laboratory Work Processes and activities for identification of related

Ames Laboratory**Office:** Environment, Safety, Health and Assurance**Title:** Work Smart Standards (WSS)**Page** 3 of 4**Procedure** 10200.062**Revision** 0**Effective Date** 4/01/00**Review Date** 4/01/02

hazards.

- Review of Standards applicable to the control of hazards associated with Ames Laboratory Work Processes.
- Request for revisions to Ames Laboratory Works Smart Standards (WSS) set.

Ames Laboratory	Procedure	10200.062
Office: Environment, Safety, Health and Assurance	Revision	0
Title: Work Smart Standards (WSS)	Effective Date	4/01/00
Page 4 of 4	Review Date	4/01/02

3.2 Review of Ames Laboratory Work Processes and Activities

The Ames Laboratory Work Smart Standards (WSS) set is the result of the DOE Necessary and Sufficient Process which included the delineation and review of hazards associated with work processes at the Ames Laboratory.

Line management has responsibility to delineate and eliminate hazards associated with Ames Laboratory activities, as indicated by the implementation of Ames Laboratory's Integrated Safety Management System (ISMS).

Lead Specialists with Work Smart Standards assignments have the responsibility to review Laboratory work processes associated with their specialty and determine the potential need for additional or changed standards. Lead Specialists have the following opportunities to review the need for additions and changes to the Laboratory's Work Smart Standards.

- Specialists should utilize routine observation of Laboratory work processes during execution of their work responsibilities to identify the need for changes/additions to the WSS set.
- Specialists involved with walk-through observation processes should use such processes as opportunities to identify the need for changes/additions to the WSS set.
- Specialists involved with the review of activities as part of the Readiness Review process should use Readiness Review as an opportunity to identify the need for changes/additions to the WSS set.

Upon the need for changes/additions to the WSS set the Lead Specialist shall utilize Form 10200.106, *Work Smart Standards (WSS) Revision Form* (attached) to initiate a revision to the WSS set.

3.3 Review of Standards

In addition to the need to revise the WSS set due to changes in hazards and work process, Lead Specialists are tasked with the responsibility to identify changes necessary due to new and revised standards. Upon identification of the new or revised standard Lead Specialists shall utilize Form 10200.106, *Work Smart Standards (WSS) Revision Form* to initiate a revision to the WSS set.

3.4 Work Smart Standard (WSS) Revision

Revisions to the Ames Laboratory Work Smart Standards (WSS) set are to be documented via Form 10200.106, *Work Smart Standards (WSS) Revision Form*. Although Lead Specialists initiate the formal revision request, other individuals (line management) are encouraged to communicate the need for revision of standards to the appropriate Lead Specialist. The *Work Smart Standards (WSS) Revision Form* is completed by the appropriate Lead Specialist and

Ames Laboratory**Office:** Environment, Safety, Health and Assurance**Title:** Work Smart Standards (WSS)**Page** 5 of 4**Procedure** 10200.062**Revision** 0**Effective Date** 4/01/00**Review Date** 4/01/02

directed to the ESH&A Manager.

The ESH&A Manager communicates the revision request to the DOE Ames Group Manager, documents status of actions by DOE, and communicates status of revision request to the Lead Specialist.

Ames Laboratory**Office:** Environment, Safety, Health and Assurance**Title:** Work Smart Standards (WSS)**Page** 6 of 4**Procedure** 10200.062**Revision** 0**Effective Date** 4/01/00**Review Date** 4/01/02

4.0 Post Performance Activity

Following receipt of DOE approval of changes or additions to the Ames Laboratory Work Smart Standards (WSS) set the responsible primary Lead Specialist shall develop, distribute and implement guidance and requirements appropriate to ensure compliance with the standard at Ames Laboratory.

5.0 Attachments

- Work Smart Standards (WSS) Revision Form (Form 10200.106)

6.0 Additional Information

- U.S. DOE Contract W-7405-ENG-82, Appendix I, List B: Work Smart Standards (<http://www.ameslab.gov/esha/Worksmartstd/WorkSmart.html>).
- Work Smart Standards Lead Specialist Assignments List (<http://www.ameslab.gov/esha/Worksmartstd/WorkSmart.html>).
- Environment, Safety, Health & Assurance Readiness Review Log (Form 46400.002).
- Readiness Review Activity Approval Form (Form 10200.004).